

## FILING MOTIONS AND APPLICATIONS

This procedure guides you through the process necessary to file a motion or application in the CM/ECF system.

- Step 1** Login to CM/ECF then click on **Bankruptcy** in the **CM/ECF MAIN MENU BAR**
- Step 2** Click on **Motions/Applications** from the list of Bankruptcy Events
- Step 3** Select and click on the type of motion of motion/application you are filing from the Selection list in the drop down box. You may select more than one by holding down the **Control key** when clicking on additional types.

ECF Bankruptcy • Adversary • Query

**File a Motion**

03-50196 Robert Lewis Long and Mary Lynne Long

1 Assignment to BDR Program (Request for Mediation)  
Abandonment (Motion to Compel) (FEE 75)  
Accounting (Motion)  
Adequate Protection (Motion)  
Administrative Expenses (Motion to Pay)  
Allow Claim(s) (Motion)  
Alter or Amend (Motion)  
Amended Application

Next Clear

- Step 4** When you have selected a type of motion or application, click on **Next**. You will get a screen which asks if this is a joint filing with other attorneys. If you are the only party filing this motion, then click **Next**.
- Step 5** The following screen will be displayed:

**ECF** Bankruptcy • Adversary •

**File a Motion:**  
[03-50196 Robert Lewis Long and Mary Lynne Long](#)

**Select the Party:**

Long, Mary Lynne [Debtor]  
Long, Robert Lewis II [Debtor]  
Office of the U.S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Next Clear

**Step 6**      **Select the Party Filer.** If the name of the party filer appears then select from this screen. If the party filer does not appear in the drop down box, select **Add/Create New Party**. You may select more than one party displayed by holding down the **Control Key** and clicking on another name or by holding down the **Control Key** and using the down arrow. You may add a new party filer to those selected by clicking on the **Add/Create New Party** link. When you have added all party filers, Click **Next**.

**Step 7**      The following screen is displayed:

**ECF** Bankruptcy • Adversary •

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Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

Browse...

**Attachments to Document:** ☒ No ☐ Yes

Next Clear

- Step 8** Type in the name and path of the PDF document you are going to file or use the Browse button to find the file. Remember to right click on the file name to open the file so that you insure the PDF file you are attaching is the correct document. If you have no attachments to add, click on **NEXT**.

A. It is fairly common for attorneys to docket declarations, exhibits or affidavits together with a motion or application. You can do this by attaching these documents at this time. If you have attachments click on the **Yes** button. You will get the following screen:

B. Add or browse to the PDF document which is being attached and open it to ensure that this is the correct document. Pick the name of the document from the Type box or add a brief description in the Description box [e.g., Affidavit of John Smith, Appraiser]. Then click on Add to List. You will get the same screen and you may not add the next attachment. See Screen below:

When you have attached all the PDF files you intend to include, click on **NEXT**.

**Step 9** The following screen will display which will include information previously entered.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities

**File a Motion:**  
[03-50196 Robert Lewis Long and Mary Lynne Long](#)

**Docket Text: Modify as Appropriate.**  
[Dropdown: Motion to Authorize Sale] of 1334 Biscayne Drive, Orla Filed by Realtor Fat Sat Cat . (Attorney, MVA)

Next Clear

**Step 10** Enter any information needed to clearly describe the motion or application being filed in the text boxes provided. These may vary depending on the type of motion. When the docket text is suitable, Click **Next**.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logon

**File a Motion:**  
[03-50196 Robert Lewis Long and Mary Lynne Long](#)

**Docket Text: Final Text**  
Motion to Authorize Sale of 1334 Biscayne Drive, Orlando, Florida, Filed by Realtor Fat Sat Cat (Attorney, MVA)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

**Step 11** The docket text will again be displayed with a warning that if the screen is submitted, there will be no further chance to modify the text. If you need to make corrections go back to the previous screen where the information was entered to make the changes. If the text is correct, then click on **Next**.

**Step 12** The confirmation of electronic filing will be displayed. [See below].

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logou

**File a Motion:**  
[03-50196 Robert Lewis Long and Mary Lynne Long](#)

U.S. Bankruptcy Court  
District of Hawaii

Notice of Electronic Filing

The following transaction was received from Attorney, MVA entered on 2/11/2003 at 10:56 AM HST and filed on 2/11/2003  
**Case Name:** Robert Lewis Long and Mary Lynne Long  
**Case Number:** [03-50196](#)  
**Document Number:** [2](#)

**Docket Text:**  
Motion to Authorize Sale of 1334 Biscayne Drive, Orlando, FL Filed by Realtor Fat Sat Cat. (Attorney, MVA)

The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** D:\myfiles\Firms\Appeal Forms\Dist. Ct. Transmittal.pdf  
**Electronic Document Stamp:**

**Your motion is filed.** If the motion were one which required a filing fee, then you would be presented with the credit card payment screen during the docketing of this event. This court requires that filing fees be paid when docketing motions which require fees. Failure to pay the fee at this time may result in the motion being stricken from the docket sheet.